



VENDOR SELF SERVE REGISTRATION

for Vendors with existing Bay County Vendor numbers

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- This will present the five step registration process for utilizing Bay County's Vendor Self Service Website.
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Also included in this document are sample emails you will receive upon completion of the process



STEP1: CREATE USER ID & PASSWORD

User ID: this is your personal login

Password: your personal password

Vendor ID: what is the Bay County assigned vendor number (this was provided in the introduction letter)

FID/SSN: Federal Identification Number (FID) or Social Security Number (SSN) provided to Bay County

*User ID (between 1 and 20 characters)

WILLIAM SMITH

*Re-type user ID

WILLIAM SMITH

*Password (between 0 and 15 characters)

*Re-type password

*Password hint

GREEK LETTER

Please type these numbers into the box below them



2021

EXISTING VENDORS ONLY

You must complete the following for initial registration.

Vendor ID

1381

FID/SSN (Enter without dashes)

38-1234567



STEP 2: GENERAL INFORMATION

As an existing Bay County vendor, this information will populate with the information currently on file with Bay County. Please take time to review and, if necessary, update any information

*Name	ZED INC.
(line 2)	
Doing business as (if different from above)	
*Address	987 FIRST STREET
(line 2)	
(line 3)	
*City	BAY CITY
*State(abbreviation)	MI - Michigan
*Zip	48708
<input type="checkbox"/> Send remittances to the above name and address	
Please enter a Federal Tax ID Number or a Social Security Number.	
<input type="checkbox"/> FID <input type="checkbox"/> SSN	
*FID/SSN	38-1234567
*Re-type FID/SSN	38-1234567
*E-Mail	HORGANF@BAYCOUNY.NET
Web site	

STEP 3: REMITTANCE INFORMATION

This section will also populate with the information currently on file with Bay County. Please take time to review and, if necessary, update any information

*Name

ZED INC.

*Address

987 FIRST STREET

(line 2)

(line 3)

*City

BAY CITY

*State

MI - Michigan

*Zip

48708

Fax

*E-Mail

HORGANF@BAYCOUNY.NET



STEP 4: CONTACTS & COMMUNICATION PREFERENCES

If you would like purchase orders e-mailed to you an e-mail address must be provided.

Please provide the details of at least one contact individual, and specify your preferred methods for receiving communications.

Contact person 1

*Name

ROBERT SMITH

*Phone

989-515-4567

Fax

989-515-1111

E-Mail

ROBERT.SMITH@ZEDINC.COM

Contact person 2

Name

WILLIAM SMITH

Phone

989-515-4568

Fax

989-515-1111

E-Mail

WILLIAM.SMITH@ZEDINC.COM

Your preferred method(s) for receiving purchasing advice.

☒ Mail

☐ Fax

☒ E-Mail



STEP 5: REVIEW

After clicking
“register” you will
receive an e-mail
notifying you that
your request to be
added as a
Registered User
to the Vendor Self
Serve website has
been completed

Please check that the information below is correct. Make changes if necessary, then click on "Register."

General Information

Name/DBA	ZED INC.
Address	987 FIRST STREET BAY CITY, MI 48708
FID	38-1234567
E-Mail	HORGANF@BAYCOUNY.NET
Web Site	

Remittance Information

Name	ZED INC.
Address	987 FIRST STREET BAY CITY, MI 48708
Fax	
E-Mail	HORGANF@BAYCOUNY.NET
Correspondence Preferences (pay advice)	None selected

Contacts and Communication Preferences

Contact Person 1	ROBERT SMITH Phone: 989-515-4567 Fax: 989-515-1111 E-Mail: ROBERT.SMITH@ZEDINC.COM
Contact Person 2	WILLIAM SMITH Phone: 989-515-4568 Fax: 989-515-1111 E-Mail: WILLIAM.SMITH@ZEDINC.COM
Correspondence Preferences (purchasing)	Mail, Email



COMPLETED REGISTRATION

From: <noreply@baycounty.net>
To: <HORGANF@BAYCOUNTY.NET>
Date: 3/31/2010 9:35 AM
Subject: Vendor Registration Complete

Dear ACME INC,

We are pleased to advise that you have been added as a Registered User to the Vendor Self Serve website. Please read the following information carefully and be sure to save this message in a safe location for future reference.

Website Address: <http://bayco-finintweb/MSSTrain>

Username: JANE DOE

This is a system generated e-mail notifying you that your request has been processed and will provide you with the website address and your user name



REGISTRATION FINALIZED

Purchasing Administrative Services - Vendor Registration Finalized

From: Purchasing Administrative Services
Date: 4/14/2010 12:28 PM
Subject: Vendor Registration Finalized

Dear <Vendor>,

We are pleased to inform you that your request to be added as a Registered User to the Vendor Self Serve website has been completed and processed by the Purchasing Office of Bay County.

Please read the following information carefully and be sure to save this message in a safe location for future reference.

Website address: <http://bayco-finextweb/MSSLive>
Vendor number: #####

This e-mail is sent to you by the Purchasing Office notifying you that a vendor number has been assigned and that the registration process is complete



ASSISTANCE

- If you need any assistance or have any questions please feel free to contact Frances Horgan, Bay County Purchasing Agent at 989-895-4037 or by e-mail: horganf@baycounty.net
- Thank you.

